

# Manager Page - SCO

## THE MANAGER PATH

### Focusing on the moments that matter most

#### Recruiting a Talent

- Step One - I get my hiring needs validated
- Step Two - I launch the recruitment process with my TA Partner
- Step Three - I promote the job opportunity
- Step Four - I evaluate applications
- Step Five - I decide on the selected candidate and the offer is made
- Job Families & Grading

#### Position Management

Here you will find information about:

- How to create a position in My HR Services
- How to modify details of an existing position in My HR Services
- How to manage approval workflows for positions in My HR Services

#### Employee's Onboarding

- Onboarding a New Syensqo Employee
- Onboarding an External/Contingent Worker
- Converting a Contingent Worker to an Employee
- Transferring an existing Syensqo employee to your Team

#### Employee's Career at Syensqo

In this section you will find information on:

- Having career discussions with your employee
- Contract renewal/extension process
- How to perform a promotion
- How to perform a pay-rate change or off-cycle salary increase, obtain documents and statements in My HR Services
- and more!

#### Employee's Performance

In this section you will find information about performance culture at Syensqo:

- What is a check-in & Snapshot?
- Giving & Receiving Feedback
- The Year-end Assessment
- Calibration Process
- Annual Business Cycle
- and more!

#### Country & Site HR Policies

In this section you will find your country and site specific HR documentation, policies, forms and FAQs.

#### Employee's Compensation & Benefits

In this section you will find information on the different types of compensation:

- Fixed compensation & annual salary review
- Variable compensation

You will also find information on:

- Country and site specific benefits

#### Employee's Learning & Development

In this section you will find information on learning and development at Syensqo such as: understanding an employee's development, coaching, mentoring, and more.

#### Employee's Exit Management

In this section you will find information that will help you start to organise the departure and offboarding process of your team member, as well as how you launch the separation in My HR Services.

#### Employee's Well-being & Recognition

In this section you will find information on:

- [Addressing the well-being and life events of your employees](#)
- [The Employee Assistance Program \(EAP\)](#)
- [A better life at work](#)
- [The Syensqo recognition program](#)
- [and more!](#)

## [HR Tools & Support](#)

In this section you will find information on:

- [Time App in My HR Services](#)
- [Information on headcount reporting](#)
- [and more!](#)

## [Global Mobility](#)

In this section you will find information for you as a manager on the Global Mobility team, processes and documents.

## [Labor Relations](#)

In this section you will find information on the labor relations at Syensqo, the European Works Council (find your representative), and the Syensqo Global Forum.

## [Talent & Succession](#)

In this section, you will find out how to identify and manage Top Talent at Syensqo